

# Single Family Interior Remodel Application Requirements



1775 – 12<sup>th</sup> Ave. NW | P.O. Box 1307  
Issaquah, WA 98027  
425-837-3100  
[issaquahwa.gov](http://issaquahwa.gov)

## Ways to Apply

Electronically Online	Paper
<p>Apply and upload your plans to <a href="http://www.MyBuildingPermit.com">www.MyBuildingPermit.com</a>. Plans are reviewed, commented and approved online as PDF documents. You print your approved set upon permit issuance. See the <a href="#">Electronic Plan Requirements</a> document for more info.</p> <p>Select the following application: <b>Building – Single Family Residential – Remodel - Residence</b></p>	<p>Request an appointment with a Permit Technician at 425-837-3100. Follow the application checklist for the number of copies of each document required.</p>

## I. Application Checklist

Important Note: All remodel building permits include plumbing and mechanical with them in one package. If plumbing and mechanical drawings are required for your project, they must be included with the architectural drawings set.

APPLICATION DOCUMENTS		
✓	Qty	Forms Required
	1	<a href="#">Permit Application Form</a> (not required for electronic submittal)
✓	Qty	Plan Sets
	2	<b>Sets must include:</b>
		Cover sheet (see section II.2 for details)
		Architectural drawings (see section II.3 for details)
		Architect/Engineer of Record Stamp: If plans are prepared by an architect or engineer then all sheets and/or calculations must be stamped.
✓	Qty	Supplemental Forms
	1	<a href="#">Plumbing/Mechanical fixture schedule</a> if adding / altering plumbing or mechanical fixtures
✓	Qty	Supporting Documents Required
	1	Structural Calculations if relevant
✓	Qty	Fees
	1	Intake (estimated plan check) fee is required at time of permit application - Contact the Permit Center for amount. <b>Cash or check only.</b> (other permit fees will apply and be assessed at permit issuance)
✓	Qty	Submittal Appointment
	1	An appointment is required for any permit submittal or issuance. Call 425-837-3100 to schedule.

\*\*All forms are available for download at [issaquahwa.gov](http://issaquahwa.gov)

## II. Plans and Drawings

Note: Minimum size is 18" x 24", preferred size of plans is 24" x 36" or 30" x 42". Unless the site size dictates a different scale, site drawings are to be in an engineer's scale and should be at a scale of 1" = 10' or 1" = 20' (or 1" = 30', if applicable). Architectural floor plans are preferred to be 1/8" = 1' or 1/4" = 1" scale.

### 1. Format

All drawings submitted shall conform to the following requirements:

- a. **Sheet size:** 18"x24" or 24"x36" or 30"x42"
- b. **Title Block:** Locate on right hand margin and provide:
  - Project name
  - Drawing title and drawing number
  - Revision block
  - Project address
  - Name and address of firm or contact responsible for the drawing
- c. **Scale:**
  - Unless site size dictates a different scale, site (civil) drawings: 1'=10'
  - Architectural plans: 1/4"=1'-0" unless impractical
- d. **Details:** All construction details **must** be referenced and included in the full size plan set. Do not submit details in a separate document packet.
- e. Show **North Arrow:** All drawings must include a north arrow.

### 2. Cover Sheet

- a. Address and parcel number of project.
- b. Owner's contact information
- c. Preparer's contact information
- d. Sheet Index
- e. Fire sprinkler and alarm information. (Yes / No and type)
- f. Construction codes used for design

### 3. Architectural Drawings

- a. Provide a drawing of the entire floor plan of where the improvement is located
  - Include the scale of plans drawings.
- b. Scaled floor plan of the new or remodeled area showing:
  - All rooms and spaces (identify), corridors and exits, door & window locations and sizes, plumbing fixtures and mechanical equipment. Clearly identify any structural elements to be removed or altered.
  - Details showing wall and ceiling construction.

### 4. Plumbing / Mechanical

A fixture schedule showing the number, types and locations of all fixtures

### III. Tip Sheets

- [Garage Separation](#)
- [Residential Attic HVAC Equipment](#)
- [Residential Emergency Escape & Rescue Openings](#)
- [Safety Glazing](#)
- [Smoke Alarms](#)
- [Water Heaters](#)

### IV. Additional Permits Required

#### 1. Irrigation Backflow Device

A backflow device is required for any irrigation system. A separate over the counter plumbing permit must be pulled by the contractor performing the work.

#### 2. Fire Sprinkler

Site, plat or building construction may require that a fire sprinkler system be installed. If a fire sprinkler system is installed, a separate fire sprinkler permit is required.

#### 3. Electrical Permit

Electrical permits are reviewed and issued by the Washington State Department of Labor and Industries. Many permits may be obtained [online](#). The closest L&I office is located in Bellevue:

616 120th Ave. N.E.  
Ste. C201  
Bellevue, WA ([map](#))  
Ph: 425-990-1400

### V. Business Licenses

A City of Issaquah business license **is required** for anyone who operates or engages in any business within the City of Issaquah. The City of Issaquah issues a Master Business License endorsement through the State of Washington Department of Revenue (DOR). The endorsement and master business license may be obtained online at <http://www.bls.dor.wa.gov/cities/issaquah.aspx>. Please contact the Permit Center for more information (425) 837-3100.